



STATEMENT OF WORK

NEW WORKSHOP AT THE NEW TOC AREA U.S. CONSULATE GENERAL ERBIL

July 01, 2015

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1.0 PROJECT DESCRIPTION

1. PROJECT SYNOPSIS

The project is described as “New Workshop at the New TOC area at the US Consulate Erbil”. The Contractor shall furnish all necessary materials, labor, transportation, equipment, investigation and supervision, etc. Work will performed within in fixed-price contract.

2. BACKGROUND

At present, there is no workshop to do their work.

3. SOLUTION

The new workshop will help the technicians to do their work in a proper workshop area.

2.0 GENERAL CONDITIONS

1. **Fixed-Price Proposal:** The Contractor shall provide one fixed-priced Proposal for the complete Project that includes every aspect of the Work.
2. **Specifications:** The US Consulate General Erbil shall govern the Work. International Codes, which includes the National Fire Prevention Association (NFPA), International Building Code, International Mechanical Code, International Plumbing Code, and National Electric Code (NEC), also are applicable. Should there be a discrepancy between the US Consulate Specifications and the applicable Building Code, the more stringent of the two shall govern.

The Contractor is responsible for compliance with all Building Codes; Work not in compliance with the Codes shall be deemed unacceptable.

3. **Execution:** The Work shall be executed in a diligent and competent manner in accordance with the negotiated fixed-price, this Scope of Work, the Project Schedule, International Building Codes, and the laws of the City of Erbil where applicable.
4. **Work Hours.** Unless otherwise agreed with COR or the Facility Manager, the Work shall be executed during normal Consulate work hours. Night, weekend or holiday work shall not be permitted except as arranged in advance with Facilities Management and COR. Consulate holiday schedule is available from Facilities Management or COR.
5. **Safety:** The Contractor shall be responsible for conducting the work in a manner that ensures the safety of residents, employees and visitors to the Consulate, and the Contractor's employees.
6. **Workforce:** The contractor shall provide all supervision, skilled and unskilled labor needed to perform the work. The contractor shall comply with Consulate security policy by providing Consulate approved escorts. Contractor provided escorts should be in quantity sufficient to comply with RSO escort ratios for number of workers on the project. The contractor shall prepare requests to RSO for vetting of employees to get escort badges. The Contractor or government may request workers to be badged for unescorted Consulate access by going through RSO vetting process.
7. **Subcontractors:** Contractor shall be responsible for the conduct and workmanship of Subcontractors engaged in the Project, and for Subcontractors compliance with the terms of this Statement of Work. The Contractor is responsible for the behavior and workmanship of Subcontractors while on Consulate property.
8. **Modification to Contract:** The Contractor shall not incur any costs beyond those described in this SOW unless directed otherwise in writing by the Contracting Officer. Any work performed by the Contractor beyond this SOW without written direction from the Contracting Officer will be at the Contractor's own risk and at no cost to the Consulate.

9. **Stop Work.** At any time during the Project, the Contracting Officer reserves the right to Stop Work for protection of employees or visitors, security, or any other reason at his/her discretion.

10. **Submittals:** The contractor is responsible to submit:

- Material and Equipment Lists:
Submit material lists as follows:
Furnish complete Material Lists. Include only information on exact material installed; not complete "line" of manufacturer. Where catalog sheets show proposed material as well as other materials or equipment, identify proposed material with rubber stamp arrow or similar concise method.
- Manufacturer's Recommendations:
Where installation procedures, or any part thereof, are required to be in accordance with the recommendations of the manufacturer of the material being installed, printed and electronic copies of these recommendations shall be submitted prior to installation. Installation of the item shall not proceed until the recommendations are received and approved.
- Hazard control measures plan
The contractor must document in the bid for work how the hazard controls will be implemented and maintained during the project.

11. **Close-out:**

- a. At completion of work, the Contractor shall clean any impacted areas to a condition equal to original condition.
- b. All shipping materials and construction debris are to be disposed of in a legal manner outside of the Compound.

12. **Housekeeping:** The contractor is responsible to clean up daily after working hours.

3.0 SCOPE OF WORK:

“U.S. Consulate – New Workshop Project for New TOC” the Contractor shall be providing all materials, tools and equipment, labors, transportation, and supervision.

1. General Requirements

- a. Within 2 days of Notice to Proceed, the contractor shall provide to the COR a project schedule showing start to completion including significant milestones.
- b. The contractor is responsible to dispose of the construction debris outside of the Consulate Compound. Include, but not limited to soils, rock excavation, packing materials and scrap steel.
- c. The contractor is responsible to properly layout and prepare for the construction based on location provided by FAC.
- d. When pursuing the work, the contractor is to take extra care as not to damage existing structure.
- e. All construction work will be in conformance with the following Codes:
 - f1) International Building Code, 2009 Edition plus the 2011 OBO International Code Supplement.
 - f4) International Fire Code, 2009 Edition plus the 2011 OBO International Code Supplement.
 - f5) National Electric Code, 2011 Edition plus the 2011 OBO International Code Supplement.
 - f6) National Fire Protection Association, NFPA 101 & NFPA 58
 - f7) ICC/ANSI A117.1-98 Accessible and Usable Buildings and Facilities
 - f8) NECA 90 Recommended Practice for Commissioning Building Electrical Systems (ANSI)
 - f9) NECA 1-2010 Standard Practice of Good Workmanship in Electrical Construction (ANSI)
 - f10) IEEE C2-2012 National Electrical Safety Code (NESC)

INDEPENDENT GOVERNMENT ESTIMATE (IGE)

Construction Cost Breakdown

PROPERTY Number: New Workshop Project for New TOC

At the U.S. General Compound of Erbil, Iraq

No	Descriptions	Unit	Qty	Unit Price \$	Total Price \$
1	Administration				
A	Mobilization / Demobilization	LS	1		
B	Submittals - product data & shop drawings	LS	1		
	Administration			Sub-Total	
2	Construction Work				
A	Architectural	LS	1		
B	Electrical	LS	1		
C	Close-out	LS	1		
	Construction			Sub-Total	
3	DBA Insurance				
A	Contractor shall cover each of its workers at the site with DBA Workers' Compensation coverage, and require its subcontractors to do the same. Contractor must furnish certificate evidencing this coverage to Engineer prior to starting work.	LS	1		
	DBA Insurance			Sub-Total	
	Items 1 thru 3			Sub-Total	
				G & A	
				Sub-Total	
				Profit 5%	
4	Basic Bid -			Contract Cost	
A	Bid -			Contract Cost	

2. Specifications

- 2.1 Contractor is responsible to provide crane and flatbed truck to move four (4) containers from the existing locations and place them in a temporary area designed by the COR until the concrete pad poured and cured.
- 2.2 Contractor is responsible to move eight (8) full containers (including the four listed above) within the compound perimeter wall. Contractor shall inspect each container before the movement to provide the correct size of crane.
- 2.3 Location of the concrete pad will be determined during the site visit by the TSO. Size of pad is (7.5mL x 12mW) = 13.5cubic meter.
- 2.4 Contractor is responsible to provide labors and trucks to offloading stuff from the containers and put them back after the work is completed. Materials will be move to a location designed by the TSO.
- 2.5 Contractor shall compact 150 mm of base material to 95% compaction and then place and compact 50 mm of gravel of the sub-grade prior to installing forms and moisture barrier for the concrete pad.
- 2.6 Contractor shall provide and install forms to pour 15 cm thick concrete pad
- 2.7 Contractor shall install a moisture barrier (Plastic) between the 50 mm gravel sub-base material and the poured concrete.
- 2.8 Contractor shall provide and install wire mesh pattern suspended into the concrete.
- 2.9 Contractor shall pour concrete pad. Concrete shall be 3000 PSI.
- 2.10 Contractor is responsible to put all eight (8) containers in place after the concrete pad cured for 28days before removing forms. Four (4) containers on the bottom and four (4) on the top.
- 2.11 The four (4) containers on the bottom shall be setup one next to each other and contractor will need to do the following to change the design to become one big workshop per sketch#1 (SK-1):
 - ✓ Contractor is responsible to weld the containers and perform cut out to build one container workshop at each corner with a container weld.
 - ✓ The dimensions of the frame are approximately 5.85m (length) x 2m (height) and should be install in both faces of the beam. Contractor shall provide all structural rectangular steel sections.
 - ✓ Rectangular steel tube sections with 4cm x 8cm, 3mm thick shall be use for the frame.
 - ✓ Welding, shearing, gas cutting, chipping and all other works involved in the fabrication of structural steel shall be done with accuracy.
 - ✓ All structural steel shapes and plates shall be applied with one coat of shop paint using two-component epoxy primer. It shall be applied thoroughly and evenly to dry surfaces, which have been cleaned, by brush, spray, and roller or dipping.

- ✓ Structural steel sections shall be attached to the containers roofing (welded).
- ✓ Contractor is responsible to provide and install plywood sheets to cover all containers walls/floor. Plywood sheet shall be 2.54cm thick (not less). Provide sample for COR approval. The doors for the two containers in the middle shall be covered using the same plywood sheets. The swing doors for the first and fourth container shall remain clear for enter/exit.
- ✓ Contractor is responsible to provide the correct size and type of screws to mount the plywood sheets. Provide sample for COR approval.
- ✓ Contractor is responsible to provide metal column to support the beams between each two containers. Provide sample and sketch for COR review and approval. Patch and paint the metal columns. Color will be determined during the installation.
- ✓ Contractor is responsible to construct a storage area inside the connex as shown in drawing attached using metal chain-link for the walls and door. The door opening shall be 90cm wide. This not limited to provide metal frame for the walls and two sliding deadbolt locks. Provide sample for COR approval.
- ✓ Contractor is responsible to provide wooden workbench. Length and location of the wooden workbenches is shown in drawing attached. Design of the workbenches shall match the picture below. Provide sample of material before the manufacture for COR approval.



Workbench Sample - Wooden

- ✓ Contractor is responsible to provide shelves within the dimensions and quantity shown in the drawing attached. Shelves shall be metal/adjustable (like the one by the FAC technician office). Provide sample for COR and TSO approval.

- ✓ Contractor is responsible to provide metal shelves on the top of the wooden workbenches, within the measurements shown in attached drawing.
- ✓ Provide and install four (4) new 24,000 Btu split-system direct-expansion A/C units in workshop. New equipment, including condenser units, shall be installed at location designed by the COR and TSO. Provide electric service and condensate drains for each unit. Penetrate wall for tubing and electric service - do not run cable or tubing through ceiling; seal wall penetrations watertight. Terminate all condensate drains at grade. Set new condenser units on pads; do not set condenser units directly on the earth or any roof surface; provide new pads as necessary. At the completion of the Work, provide equipment warranties to the COR. Brand of AC units shall be Samsung, LG or equivalent. Provide catalog for COR approval.
- ✓ Contractor is **NOT** allowed to make any hole/s on the container walls or ceiling without TSO approval.
- ✓ Contractor is responsible to provide and install a metal stairway with removable handrail for each stackable container "total 4". Stairway shall be made within the specification listed below:
 - Height between each step is 15cm.
 - Width of each step shall be 1meter "Clear opening – from inside".
 - Each step shall be 32cm deep.
 - Use 3mm of steel late for each step (non-slip metal).
 - Handrail for stairway shall be 90cm height and on landing shall be 107cm
 - Horizontal spaces shall not be more than 10cm.
 - Provide and install 4mm of non-slip metal sheet on each landing and on the top of the lower container. Provide and install support metal at the bottom of the metal sheet.
 - Stairway shall be installed on the side of the containers (north side).
 - Materials shall match the materials used for GSO containers.

3. **Electrical Work**

3.1 Provide and install a new Main Circuit Breaker Panel rated 100A, 220/400V (3-Phase 4-wire plus ground) and 100A, 110/120V (3-Phase 4-wire plus ground). The single pole circuit breakers and main circuit breaker 110V shall be provided by the contractor (Qty#10) including the panel. All wiring, cables, clamps, etc... are contractor responsibilities to provide. This is not limited to provide the panel, single pole breakers, panels, etc... of 220V wiring. The Main Circuit Breaker Panel Board shall sub-feed three distribution Panel Boards (125A). All two of these panels shall be equipped with a Main Breaker and ten single pole circuit breaker positions. The ampere interrupting capacity (AIC) rating shall be greater than the ampere short circuit available from the utility company at the panel. Provide and install a surge protection device at or inside the Main Panel Board panel in accordance with OBO specification 16289 Surge Protection Devices.

- 3.2 Establish a ground from panels to three ground rods (the ground rods must meet local codes) three meters long and spaced not less than 1.8M apart). Connect 35mmsq copper wires to each ground rod and the city water pipe to the main circuit breaker Panel. Impedance of ground path for any electrodes may not exceed 25 ohms. (NEC 250.56). Provide two grounding system; one for each panel service. Two (2) separate grounding systems require (one for each panel).
- 3.3 Provide and install grounded power outlets 220V “single” in each 1.5 meters, with 120cm height from grounding “after installed the new plywood flooring”. Size of wires shall meet the electrical safety code. Always provide sample for COR approval. Outlets shall be labeled with English Language. 220V outlets shall be “Adeson brand or equivalent”.
- 3.4 Provide and Install grounded power outlets 110V “single” in each 1.5 meters with 120cm height from grounding “after installed the plywood flooring”. Size of wires shall meet the electrical safety code. Always provide sample for COR approval. Outlets shall be labeled with English Language. Outlets shall match the outlets installed in Radio shop. Provide sample for COR approval.
- 3.5 Connect service from main grid to new service panels. Provide 30mm of copper cable, clamps, electricians, crane and everything else to have the work done as listed above. Contractor must use basket crane to do the connection.
- 3.6 Provide and install eight (8) florescent light fixtures with cover double tubes each. All light fixtures shall be installed on the ceiling. Location shown on the drawing. Brand of fixtures shall be BG or equivalent. Provide sample for COR approval. Contractor is responsible to connect four lights to one switch. Each light switch shall be installing next to the entrance door.
- 3.7 All wires and cables shall be run in conduit not Panduit. This is not limited to all junction boxes and fitting. Provide sample for COR approval.
- 3.8 Transformer specifications are listed below:
- a. 2 KVA
 - b. PH#1
 - c. HZ 50/60
 - d. PRI V – 240 X 480
 - e. SEC V – 120/240
 - f. Catalog# 9T51B0512
 - g. Enclosure: NEMA 3R

All transformers are GFE (Government furnished).

4.0 PROJECT SCHEDULE

1. Approximate dates of pre-award activities

Pre-Bid Site Survey	o/a
Bids Due	o/a
Contract Award	o/a
Notice to Proceed (NTP)	o/a

2. Construction Milestones, from Notice to Proceed

Notice to Proceed (NTP)	2	Days from NTP
Project Design Notes / Sketches	0	
Activity Hazard Analysis	0	
FAC Review	1	
Procurement, Shipping	2	
Fabrication	10	
Construction Completion	40	
Project Acceptance	40	

3. Deliverables

Construction Schedule	2	Days from NTP
Project Design Notes / Sketches	0	
Submittals for Major Equipment	2	
Manufacturer's Literature	28	
As-Built, Warranties	40	

4. Commencement, Prosecution, and Completion of Work

The Contractor shall be required to (a) commence work under this contract within two (2) calendar days after the date the Contractor receives the Notice to Proceed, (b) prosecute the work diligently, and (c) complete the entire work ready for use not later than forty (40) Calendar days after NTP. The time stated for completion shall include final cleanup of the premises.

4.0 RESPONSIBILITIES AND PROJECT MANAGEMENT

1. **COR.** A Contracting Officers Representative (COR) will be assigned to ensure quality assurance goals are met. The Contractor shall provide the COR access to the site at all times.
2. **Point of Contact.** The COR shall be the main point of contact for this Project. The Contractor shall report to the COR on (a) status of the Project, (b) changes in Schedule, (c) accidents and safety issues, (d) disruptions to elevator or utility services; and all other important information pertaining to the Project
3. **English Speaking Representative.** The Contractor shall provide an English-speaking representative on-site during all working hours with the authority to make all decisions on behalf of the Contractor and subcontractors.
4. **Management Personnel.** The Contractor shall staff the site, full-time, with a competent senior manager who shall perform project management. Remote project management is not an option. This individual shall keep a detailed photographic and written history of the project and shall update the Government weekly.
5. **Site Security.** The Contractor is responsible for on-site security as necessary to ensure no unauthorized access to their work sites. The Contractor is 100% responsible for securing their working materials and equipment. Any damage to facilities or infrastructure, which happens due to a lack of security, will be the responsibility of the Contractor to correct. TSO office will be responsible to provide the escort.
6. **Contractor's Temporary Work Center.** The Contractor will be permitted to use a designated area within the contract limits for operation of his construction equipment and office if warranted. If directed by the Contracting Officer, the Contractor shall not receive additional compensation to relocate his operations. The Contractor is responsible for obtaining any required additional mobilization area above that designated. On completion of the contract, all facilities shall be removed from the mobilization area within 5 days of final acceptance by the Contractor and shall be disposed of in accordance with applicable host government laws and regulations. The site shall be cleared of construction debris and other materials and the area restored to its final grade. The Contractor is responsible for maintaining this area in a clear orderly manner.
7. **Health and Safety.** The Contractor shall be solely responsible for risk assessments, managing health, and safety issues associated with this project. The Contractor must provide cold water to all workers at the job sites. Based on hazard assessments, Contractors shall provide or afford each affected employee personal protective equipment (PPE) that will protect the employee from hazards. At a minimum PPE shall consist of eye protection, hard hats, and closed toe shoes. If the workers arrive on-site with sandals or athletic shoes, the Contractor is expected to provide rubber boots to them or send them home. All construction workers and management personnel must wear hard hats at all times on the construction sites. Contractor provided rubber boots and rubber gloves shall be worn when working around

concrete placement. Other PPE such as gloves, dust masks, air respirators (sewage work) are also recommended. These items must be provided at the Contractor's expense. Workers may use discretion if they feel unsafe in using the equipment in a hostile environment. Any worker at an elevated location above 3 meters, with the exception of a portable ladder, must be provided and utilize a safety harness. Contractor is responsible to take the safety briefing before start the project "before the NTP issued by the CO". The briefing will be held at the U.S Consulate Compound and the POSHO and POSHO assistant are responsible to brief the contractor and the project manager.

8. Vendor License, Registration and Experience:

The Vendor must be licensed and registered to conduct business in the Kurdistan Region, in accordance with all local laws and requirements. Vendor shall submit copy of current registration documents with proposal. The Vendor shall be an ongoing business specializing in the supply and installation of furniture, with minimum five years of regional experience. Proposal shall include documentation demonstrating conformance with this requirement. The Vendor shall have an established local or regional presence, with a permanent location containing examples of the proposed construction. Proposal shall include address, hours of operation, phone number, and email address. Proposal shall include detailed descriptions. Proposal shall be in English language. Failure to include these documents with the proposal will disqualify the Vendor from consideration for this work.